

**ARIZONA DEPARTMENT OF HEALTH SERVICES  
DIVISION OF BEHAVIORAL HEALTH SERVICES  
DIVISION DOCUMENT REVISION NOTICE**

The Arizona Department of Health Services/Division of Behavioral Health Services has revised the below referenced document(s), indicated by **BOLD** print and the symbol **[X]**. The attached matrix includes a detailed description of the changes impacting the selected document(s). The revised document(s) will be posted to the ADHS/DBHS website on or around the effective date. Please direct any questions regarding this Division document revision notice to Jennifer Vehonsky at (602) 364-4556 or via electronic mail at [vehonsje@azdhs.gov](mailto:vehonsje@azdhs.gov).

<b>DIVISION DOCUMENT</b>	ADHS/DBHS PROVIDER MANUAL	<b>ADHS/DBHS POLICY AND PROCEDURES MANUAL</b>	ADHS/DBHS PROGRAM SUPPORT PROCEDURES MANUAL	ADHS/DBHS COVERED BEHAVIORAL HEALTH SERVICES GUIDE
<b>REVISION [X]</b>		<b>X</b>		
<b>DIVISION DOCUMENT</b>	CLIENT INFORMATION SYSTEM (CIS) FILE LAYOUT AND SPECIFICATIONS MANUAL	OFFICE OF GRIEVANCE AND APPEALS DATABASE MANUAL	ADHS ACCOUNTING AND AUDITING PROCEDURES MANUAL	FINANCIAL REPORTING GUIDE FOR REGIONAL BEHAVIORAL HEALTH AUTHORITIES
<b>REVISION [X]</b>				
<b>DIVISION DOCUMENT</b>	ADHS/DBHS QUALITY MANAGEMENT/UTILIZATION MANAGEMENT PLAN	ADHS/DBHS PREVENTION FRAMEWORK FOR BEHAVIORAL HEALTH	AHCCCS MEDICAL POLICY MANUAL-CHAPTERS 900 AND 1000	ADHS/DBHS STRATEGIC PLAN
<b>REVISION [X]</b>				
<b>DIVISION DOCUMENT</b>	ADHS/DBHS CULTURAL COMPETENCE PLAN	ADHS/DBHS CLINICAL GUIDANCE DOCUMENTS	TITLE XIX CHILDREN'S BEHAVIORAL HEALTH ANNUAL ACTION PLAN	
<b>REVISION [X]</b>				

**DATE:** June 1, 2006

**TO:** Holders of the Arizona Department of Health Services, Division of Behavioral Health Services Policy and Procedure Manual

**FROM:** Jennifer Vehonsky, Bureau Chief of Policy

**RE:** Policy and Procedure Manual Update

Please note the following new section to the ADHS/DBHS Policy and Procedure Manual:

MI 5.4, Arizona State Hospital Transition Fund  
Effective Date: June 1, 2006

This new section is the result of a collaborative effort through discussions between the Department and T/RBHA CEOs. The purpose of this policy is to provide living support and assistance to T/RBHA enrolled adults diagnosed with a serious mental illness and Title XIX/XXI eligible children with serious emotional disturbance who are discharged from the Arizona State Hospital (Civil and Adolescent Units). The funds are intended to promote wellness, comfort and safety for vulnerable children and adults returning to the community in a respectful, individualized manner. The new ADHS/DBHS Policy and Procedure Manual Section MI 5.4, Arizona State Hospital Transition Fund follows.

The Department plans to post the above referenced policies and procedures on the ADHS/DBHS website (<http://www.azdhs.gov/bhs/policy.htm>) on the date that coincides with the effective date of the policy. If you have any questions, please call me at (602) 364-4556.

POLICY MI 5.4 ARIZONA STATE HOSPITAL TRANSITION FUND

---

- A. PURPOSE: To provide living support and assistance to T/RBHA enrolled adults diagnosed with a serious mental illness and TXIX/XXI eligible children with serious emotional disturbance who are discharged from the Arizona State Hospital (Civil and Adolescent Units). The funds are intended to promote wellness, comfort and safety for vulnerable children and adults returning to the community in a respectful, individualized manner.
- B. SCOPE: Tribal and Regional Behavioral Health Authorities (T/RBHAs), Arizona State Hospital. As applicable, T/RBHAs must ensure that all subcontracted providers adhere to the requirements of this policy.
- C. POLICY: A T/RBHA enrollee determined to have a serious mental illness or serious emotional disturbance will be eligible to receive special living support and assistance upon discharge from the Arizona State Hospital (Civil and Adolescent Units) to assist in their transition to the community. Although the Transition Fund is intended to provide for an individual's needs as identified in their State Hospital Discharge Plan, it is not intended to supplant items or supports otherwise provided by the T/RBHA or other community resources. Funds may not be used to provide other ADHS/DBHS covered behavioral health services.
- D. REFERENCES: Block Grants to States Regarding Mental Health (42 U.S.C. 300x et al)
- E. DEFINITIONS:

1. Serious Mental Illness (SMI):

For purposes of this policy, a serious mental illness is defined as a condition of a person whose emotional or behavioral functioning is so impaired as to interfere with his/her capacity to remain in the community without supportive treatment. The mental impairment is severe and persistent and may result in a limitation of functional capacities for the primary activities of daily living, homemaking, self-care, employment or recreation. The mental impairment may limit the ability to seek or receive local, state or federal assistance such as housing, medical and dental care, rehabilitation services, income assistance and food stamps or protective services. Although persons with a primary diagnosis of mental retardation frequently have similar problems or limitations, they are not to be included in this definition unless, in addition to mental retardation, they have a separate and distinct qualifying SMI diagnosis.

POLICY MI 5.4 ARIZONA STATE HOSPITAL TRANSITION FUND

---

F. GENERAL REQUIREMENTS:

1. A person shall be determined eligible to receive the Arizona State Hospital special Needs Funds when:
  - a. Enrolled with the T/RBHA as an adult determined to have a serious mental illness or a TXIX/XXI eligible child with serious emotional disturbance;
  - b. The person is identified on the Arizona State Hospital Discharge Ready List and is within 30 days of being discharged to the community from the Arizona State Hospital;
  - c. The Hospital Discharge Plan identifies needs for living supports and assistance for which the individual has no other source of support; and
  - d. An individual may receive goods, services and supports up to or exceeding \$1,525, based on available funding.

G. PROCEDURES:

1. The T/RBHAs must establish a mechanism for management and disbursement of the Transition Fund that incorporates the following:
  - a. Centralized management of the Fund through the T/RBHA ASH Discharge Liaison including:
    - (1) A process for approving expenditures in excess of \$1,525 per person, and
    - (2) A process for tracking the number of adults and children that have received disbursements from the fund and the amount of those disbursements.
  - b. A process to ensure that no later than 30 days prior to discharge, the T/RBHA ASH Discharge Liaison and the ASH Inpatient Treatment Team document any individualized needs for special assistance and supports upon discharge from the hospital as well as availability of resources and entitlements to address those needs prior to approving use of the ASH Transition Fund;

POLICY MI 5.4 ARIZONA STATE HOSPITAL TRANSITION FUND

---

- c. Individuals and family members of eligible individuals also receive any necessary assistance in acquiring the identified living supports; and
  - d. Individual needs for special assistance and living support are re-assessed in the community until other forms of support are established, including activation of any benefits to which the individual may be entitled.
- 2. The ASH Transition Fund may not be used for:
  - a. Inpatient services or other covered behavioral health services;
  - b. To make cash payments to intended recipients of services;
  - c. To purchase or improve land, or purchase, construct or permanently improve (other than minor remodeling) any building or other facility or to purchase major medical equipment; or
  - d. To provide financial assistance to any entity other than a public or non-profit private entity.

H. APPROVED BY:

---

Eddy D. Broadway	Date
Deputy Director	
Arizona Department of Health Services	
Division of Behavioral Health Services	

---

Laura Nelson, M.D.	Date
Medical Director	
Arizona Department of Health Services	
Division of Behavioral Health Services	